

**STAFF MEETING MINUTES  
LANCASTER COUNTY BOARD OF COMMISSIONERS  
COUNTY-CITY BUILDING  
ROOM 113  
THURSDAY, JULY 8, 2004  
8:30 A.M.**

Commissioners Present: Ray Stevens, Chair  
Larry Hudkins, Vice Chair  
Bernie Heier  
Bob Workman  
Deb Schorr

Others Present: Kerry Eagan, Chief Administrative Officer  
Gwen Thorpe, Deputy Chief Administrative Officer  
Bruce Medcalf, County Clerk  
Trish Owen, Chief Deputy County Clerk  
Ann Taylor, County Clerk's Office

The Chair opened the meeting at 8:38 a.m.

**AGENDA ITEM**

**1 APPROVAL OF THE BOARD OF CORRECTIONS MEETING MINUTES OF JUNE 24, 2004 AND STAFF MEETING MINUTES OF JULY 6, 2004**

**MOTION:** Heier moved and Workman seconded approval of the Board of Corrections Meeting minutes of June 24, 2004 and Staff Meeting minutes of July 6, 2004. Heier, Stevens and Workman voted aye. Schorr voted aye on approval of the Board of Corrections Meeting minutes of June 24, 2004 and abstained on approval of the Staff Meeting minutes of July 6, 2004. Hudkins was absent from voting. Motion carried.

Hudkins arrived at 8:43 a.m.

**2 ADDITIONS TO THE AGENDA**

- A. Letter from the Village of Bennet Regarding Building Codes and Inspections (Exhibit A)
- B. Director Leave Policy (Exhibit B)
- C. Extension of Fiber Optics to Lancaster Manor

**MOTION:** Heier moved and Hudkins seconded approval of the additions to the agenda. Heier, Hudkins, Stevens, Schorr and Workman voted aye. Motion carried.

### **3 BUDGET WORKING SESSION** - Dave Kroeker, Budget & Fiscal Officer

Dave Kroeker, Budget & Fiscal Officer, presented the following (Exhibit C):

- Lancaster County, Comparison FY05 to FY04 Revenue Budget
- Lancaster County, Comparison FY05 to FY04 Expense Budget
- FY05 Budget, Adjustments to Agency Budgets

The Board discussed proposed adjustments to the Emergency Management Budget. Suggestions included holding the request for \$19,000 for a telephone alert system and making it a pilot program with funding through the Keno Fund.

Hudkins said Doug Ahlberg, Emergency Management Director, has informed him that he may have located a grant to fund the mobile command post (truck & trailer).

Kroeker said Don Herz, City Finance Director, has suggested that the mobile command post be funded through a lease-purchase agreement (see preliminary debt service schedule in Exhibit C).

Stevens said Ahlberg plans to replace warning sirens in the City's fastest growing areas to expand coverage and to move those sirens out into the County to provide coverage in areas not currently covered, such as state recreational areas. He said the expansion of coverage could be eliminated if the City is concerned with that portion of the budget.

**MOTION:** Schorr moved and Hudkins seconded to: 1) Leave the warning sirens and mobile command post in the budget; and 2) Eliminate the truck to pull the mobile command post and telephone alert system from the budget.

Additional discussion took place whether the truck will be needed as an everyday vehicle and whether other agencies could assist with towing the mobile command post.

**FRIENDLY AMENDMENT:** Heier moved and Workman seconded to offer a friendly amendment to consider a lease arrangement for the mobile command post and truck, with a stipulation that grant funds would supercede any lease consideration.

Stevens suggested funding the warning sirens with a five-year lease-purchase agreement, as a trade-off.

**ROLL CALL ON THE AMENDMENT:** Workman, Stevens, Hudkins and Heier voted aye. Schorr voted no. Motion carried.

Heier noted, for the record, that City Councilman Werner did not support funding the telephone alert system.

**ROLL CALL ON THE AMENDED MOTION:** Heier, Hudkins, Stevens, Schorr and Workman voted aye. Motion carried.

- General Fund Miscellaneous, General Government (612)
- Lancaster County, Summary Analysis of Requested Budget, Data Processing
- LRC Billings
- Correspondence from Doug Thomas, Information Services Director, Regarding the County Assessor/Register of Deeds, County Sheriff and Human Service's PC Requests

Scott Gaines, Chief Administrative Deputy Assessor/Register of Deeds, appeared and provided an explanation of computer hardware requirements (Exhibit D).

Hudkins asked whether the purchase could be staggered.

Gaines said his office would prefer that the hardware be in place when the new software is loaded. He projected that the software will be ready for installation by the end of the calendar year.

- General Fund Miscellaneous, Health & Human Services (805)

Board consensus was to place the request for a computer for the Juvenile Detention Expediter in the joint budget.

- Correspondence from Kit Boesch, Human Services Administrator, Addressing Questions Raised at the City-County Common Budget Hearing
- 2004-05 Budget Request - Human Services Administration, Revised July 7, 2004

**4 HEALTH INSURANCE** - Daryl Bell, Milliman USA; Don Taute, Personnel Director; Bill Kostner, City Risk Manager; Bill Thoreson, Benefits Specialist

Daryl Bell, Milliman USA, presented options for renewal of the dental plan (Exhibit E):

- Option 1: Hold Current Funds (Results in a 2005 premium increase of 5%)
- Option 2: Spend Down Excess Over Approximately Five (5) Years (Results in no 2005 premium increase)

Option 3: Spend Down Excess This Year (Results in a 2005 premium decrease of 15%)

Additional options reflect changing to the City's dental plan:

Option 4: Change to City Dental Plan (Results in a 2005 premium increase of 9.3%)

Option 5: Change to City Dental Plan, 4% Premium Increase (Slight premium increase, spend down excess funds over 3-4 years)

Bell presented a comparison of plan designs, noting a significant difference in orthodontia maximum (see Exhibit E).

Bell recommended Option 2, if the plan design remains the same, and Option 5, if the County opts to change to the City's plan design.

**MOTION:** Workman moved and Heier seconded to adopt Option 2.

**FRIENDLY AMENDMENT:** Schorr offered a friendly amendment to increase the lifetime orthodontia maximum to \$2,000.

The maker of the motion rejected the friendly amendment.

**ROLL CALL:** Workman, Schorr, Stevens, Heier and Hudkins voted aye. Motion carried.

**5 LABOR NEGOTIATIONS; POTENTIAL LITIGATION** - Don Taute, Personnel Director; John Cripe, Classification and Pay Manager; Mike Thew, Chief Deputy County Attorney; Tom Fox and Kristy Mundt, Deputy County Attorneys

**MOTION:** Hudkins moved and Workman seconded to enter Executive Session at 9:50 a.m. for discussion of labor negotiations. Heier, Hudkins, Stevens, Schorr and Workman voted aye. Motion carried.

**MOTION:** Schorr moved and Hudkins seconded to exit Executive Session at 10:16 a.m. Heier, Hudkins, Schorr, Workman and Stevens voted aye. Motion carried.

**MOTION:** Schorr moved and Hudkins seconded to enter Executive Session at 10:17 a.m. for discussion of potential litigation. Heier, Hudkins, Workman, Schorr and Stevens voted aye. Motion carried.

Hudkins and Heier exited the meeting.

**MOTION:** Schorr moved and Workman seconded to exit Executive Session at 10:49 a.m. Workman, Schorr and Stevens voted aye. Hudkins and Heier were absent from voting. Motion carried.

Hudkins and Heier returned to the meeting at 10:54 a.m.

#### **RETURNING TO ITEM 4**

Bell said United Healthcare (UHC) has revised its initial quote of a 23.5% premium increase for fully insured renewal of the medical plan and submitted a final quote of a 16.7% premium increase. UHC was also asked to quote self-insured options (see Exhibit E):

- Option 1: Moderate Risk (Increase premiums 12.6%)
- Option 2: Least Risk (Increase premiums 13.5%)
- Option 3: Most Risk (Increase premiums 14.6%)

Bell provided an explanation of self-insured components: 1) Administrative Services; 2) Stop-Loss Coverage; and 3) Immature/Mature Claims. He recommended that the County move to self-insurance of the medical plan and recommended Option 1, with an alternate recommendation of Option 2, and said the County will need to assess its ability to absorb risk.

Kerry Eagan, Chief Administrative Officer, asked whether there would be an advantage to going out to market for quotes for administration of the plan.

Bell said there would be, but said time is limited.

Bill Kostner, City Risk Manager, said changes in carriers tend to be disruptive to employees and suggested that the County consider a joint Request for Proposals (RFP) next year.

**MOTION:** Hudkins moved and Schorr seconded to adopt Option 1. Heier, Hudkins, Workman, Schorr and Stevens voted aye. Motion carried.

- 6 HEALTH DEPARTMENT BUILDING EXPANSION** - Judy Halstead, Lincoln-Lancaster County Health Department Resource and Program Development Coordinator; Bruce Dart, Lincoln-Lancaster County Health Department Director; Greg Newport, Jeff Chadwick and Ryan Horner, Clark Enersen Partners

Judy Halstead, Lincoln-Lancaster County Health Department Resource and Program Development Coordinator, gave an overview of Lincoln-Lancaster County Health Department Proposed Building Expansion Project (Exhibit F). She said the new space will have approximately 34,000+ finished gross square feet; 10,000 shelled, unfinished gross square feet; and approximately 14,000 renovated gross square feet. Estimated cost for the construction and renovation is \$9 million (plus an additional \$450,000 contingency). Halstead said the Health Department is still awaiting the land appraisal, estimates on the geo-thermal system and an assessment of whether more than one well field is needed. The furnishings budget will be completed, once other costs are known.

Greg Newport, Clark Enersen Partners, gave a PowerPoint presentation on the expansion project (Exhibit G).

Stevens inquired about the impact to the County's budget.

Halstead said savings from the lease and indirect costs and grants that allow the Health Department to charge back rent and furnishings will be used to help finance the project. She said the balance of costs will be shared by the City and County, adding that she does not anticipate a fiscal impact for several years.

Heier exited the meeting at 11:55 a.m.

**7      TERMINATION OF BRIT OLSEN CONTRACT** - Kit Boesch, Human Services Administrator; Kristy Mundt, Deputy County Attorney

Kit Boesch, Human Services Administrator, recommended termination of the contract with Brittawni Olson for evaluation of the Drug Free Communities Grant, as Olsen is in the process of moving out-of-state and has not renewed her general liability insurance (required under the terms of the contract). She presented a draft letter of termination (Exhibit H).

**MOTION:** Workman moved and seconded to authorize the Chair to sign the letter of termination. Heier, Workman, Schorr and Stevens voted aye. Hudkins was absent from voting. Motion carried.

**8      EXTENSION OF DRUG COURT CONTRACT WITH STATE PROBATION** - Kim Etherton, Community Corrections Director; Kristy Mundt, Deputy County Attorney

Kim Etherton, Community Corrections Director, explained the need for amendment of the Drug Court contract to extend the term of the contract for last two months of the federal grant and to provide compensation for the extension period. She said the Drug Court Coordinator position has been deleted from the contract and said the County should be reimbursed approximately \$18,000 for the lack of a coordinator over the past four and a half months.

Kristy Mundt, Deputy County Attorney, said the contract provides new compensation figures of approximately \$18,000 (funding through the federal grant).

Heier returned to the meeting at 11:59 a.m.

**9 BOARD OF EQUALIZATION UPDATE** - Trish Owen, Chief Deputy County Clerk

Trish Owen, Chief Deputy County Clerk, reported that 938 property valuation protests were filed. She also reviewed the Board of Equalization hearing schedule.

**10 JUVENILE COURT CONTRACTS**

The Board reviewed the following recommendations from the Lancaster County Indigent Defense Advisory Committee regarding contracts for services in Juvenile Court:

1. That Lancaster County offer to renew contracts with the following law firms/attorneys for an additional three (3) year term, with the same case limits for abuse/neglect and law violation cases and the same annual compensation as in the current contracts:
  - Bollerup Law Offices, P.C. LLO - New Term 01/01/2005 to 12/31/2007
  - Anderson, Creager & Wittstruck, P.C. - New Term 01/01/2005 to 12/31/2007
  - Lisa Lozano and Dalton Tietjen - New Term 11/01/2004 to 10/31/2007
2. That Lancaster County approve a change in the contract with the law firm of Pepperl, McMahon- Boies & Jones to show the new contractors as Mary Hewitt Jones and Norman Langamach Jr., as joint venturers. The change is caused by the August, 2004 departure of Carol McMahon-Boies from the firm. The change should be effective August 1, 2004 through the end of the contract term (December 31, 2005) with the same case limits and the same compensation levels as in the current contract.

The Board scheduled action on the July 13, 2004 Board of Commissioners Meeting agenda.

## 11 ACTION ITEMS

### A. Letter of Support for Success by 6®

Bonnie Coffey, Lincoln-Lancaster Women's Commission Executive Director, appeared and requested the following: 1) A letter of support for the application by United Way of Lincoln and Lancaster County for a Success by 6® license; and 2) Designation of the Early Care and Education Coalition of the Community Services Initiative (CSI) as the eligible Local Council for the County for the purposes of the Early Learning Opportunities Act (ELOA) discretionary grant program and authorization for the Early Care and Education Coalition to develop and submit a grant application (Exhibit I).

In response to a question from Heier, Coffey said there will be no fiscal impact to the County.

**MOTION:** Heier moved and Hudkins seconded approval. Workman, Schorr, Stevens, Hudkins and Heier voted aye. Motion carried.

### B. Authorized Signature for Hartford 457 Plan

**MOTION:** Hudkins moved and Heier seconded to name Bill Thoreson, Benefits Specialist; and Kerry Eagan, Chief Administrative Officer, as authorized signatories. Heier, Hudkins, Stevens, Schorr and Workman voted aye. Motion carried.

### C. Payroll Inserts for Safety & Training for July 15, 2004 and July 29, 2004

**MOTION:** Schorr moved and Hudkins seconded approval. Schorr, Workman, Hudkins, Heier and Stevens voted aye. Motion carried.

### D. ADM Project Status Report for Department of Economic Development

**MOTION:** Hudkins moved and Workman seconded to authorize signature by the Chair. Heier, Hudkins, Schorr, Workman and Stevens voted aye. Motion carried.

## 12 ADMINISTRATIVE OFFICER REPORT

### A. Replacement of Jan Gauger on Hospital Authority Board

Board members suggested Kathy Campbell and Dan Hinnah as possible replacements.

## B. Pension Update

Eagan distributed copies of Lancaster County, Nebraska, March 31, 2004, Investment Performance Report from Nationwide Retirement Solutions (NRS) (Exhibit J). He also presented the following recommendations from the Pension Review Committee regarding addition and deletion of funds and administration of investment policy (Exhibit K):

1. Add the following funds:
  - a. EuroPacific Growth Fund (Class R3) (Foreign Large Blend Fund)
  - b. Davis New York Venture Fund (Class A) (Large Cap Blend Fund)
2. Close and remove the following funds and map assets and deferrals to the Davis New York Venture Fund (Class A):
  - a. Fidelity Magellan Fund
  - b. Waddell and Reed Advisor Accumulative Fund (Class A)
3. Lancaster County should utilize the services and resources of NRS to perform an annual review of the pension plan investment array at the end of each July

Hudkins expressed concern regarding the recommendation to close and remove Fidelity Magellan Fund from the investment array.

**MOTION:** Workman moved and Hudkins seconded to have a representative from Nationwide Retirement Solutions (NRS) give a presentation on the Lancaster County, Nebraska, March 31, 2004, Investment Performance Report at a Board of Commissioners Meeting. Workman, Hudkins and Heier voted aye. Schorr and Stevens voted no. Motion carried.

## C. Letterhead

Cori Beattie, County Board Administrative Secretary, appeared and presented letterhead samples (Exhibits L & M).

Workman suggested that the Board have a "contest" and ask high school art and marketing classes to submit samples. He said the Board could recognize the winner at a Board of Commissioners Meeting.

The Board asked Workman and Beattie to establish parameters.

## D. Report on Heating, Ventilating and Cooling Code (HVAC)/Plumbing Codes Meeting

Gwen Thorpe, Deputy Chief Administrative Officer, reported the lack of attendance by tradespeople.

E. Questionable Claims:

1. Election Commission - PV 703-0401831, dated June 16, 2004, payable to the League of Women Voters in the amount of \$780.75. Payment is for voter registration assistance from September, 2003 through June 16, 2004. Claim is beyond the 90 day time period.
2. County Engineer - PV 703-1849, dated June 28, 2004, payable to Speece Lewis Engineers in the amount of \$685.60. Payment is for miscellaneous consulting services from January 1, 2004 through June 24, 2004. Claim is beyond the 90 day time period.
3. Property Management - PV 641-24294, dated June 29, 2004, payable to Alltel in the amount of \$19.95. Payment is for equipment purchased in September, 2003. Claim is beyond the 90 day time period.
4. Community Mental Health Center -
  - a. PV 784-9291, dated June 29, 2004, payable to Elizabeth Browne in the amount of \$139.00. Payment is reimbursement for a registration fee for a seminar in October, 2003. Claim is beyond the 90 day time period.
  - b. Community Mental Health Center (CMHC) - PV 784-9294, dated June 29, 2004, payable to Dean Settle in the amount of \$209.80. Payment is for reimbursement and includes items purchased from the Nebraska Gift Shop for Technical Assistance Policy Analysis Center (TAPA) meeting attendees in the amount of \$125.57.
5. Families First & Foremost (F<sup>3</sup>) - PV 782-5849, dated June 23, 2004, payable to Family Services, Inc. in the amount of \$1,200.00. Payment is for services provided from February 11, 2004 through April 28, 2004. Claim is beyond the 90 day time period.

Eagan said the claims from the Election Commissioner, County Engineer and F<sup>3</sup> represent on-going contracts. He noted the claim from CMHC for reimbursement for gifts purchased for meeting attendees and said the Board lacks authority to pay for gifts of this nature with taxpayer monies.

The Board scheduled the claims on the July 13, 2004 Board of Commissioners Meeting agenda. **NOTE:** Additional information was requested on the claim from Property Management.

F. Public Building Commission Appointment (Workman)

The Board scheduled the item on the July 13, 2004 Board of Commissioners Meeting agenda.

### **ADDITIONS TO THE AGENDA**

- A. Letter from the Village of Bennet Regarding Building Codes and Inspections (Exhibit A)

Schorr will contact Patricia Rule, Bennet Municipal Clerk/Treasurer, regarding the matter.

- B. Director Leave Policy (Exhibit B)

Heier asked that a copy of the policy be mailed to all of the directors.

- C. Extension of Fiber Optics to Lancaster Manor

The Board requested a briefing by Doug Thomas, Information Services Director.

### **13 DISCUSSION OF BOARD MEMBER MEETINGS**

- A. Monthly Meeting of the Chair/Vice Chair and Mayor - Stevens, Hudkins

Stevens said discussion focused on budget items.

- B. Visitors Promotion Advisory Committee (VPAC) - Schorr

Schorr reported a decision to retain the Visitors Center's current location.

- C. Lincoln Independent Business Association (LIBA) Monthly Meeting - Heier, Schorr

Heier said discussion focused on the City's proposed \$75 million bond issue for street construction.

- D. Parks & Recreation Tour - Schorr

Schorr said four sites were toured.

- E. Lincoln Partnership for Economic Development (LPED) Investors - Stevens

No meeting was held.

## **14 ADJOURNMENT**

**MOTION:** Schorr moved and Hudkins seconded to adjourn the meeting at 1:17 p.m. Heier, Hudkins, Workman, Schorr and Stevens voted aye. Motion carried.

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Bruce Medcalf  
Lancaster County Clerk